



DELAWARE WORKFORCE INVESTMENT BOARD
Board of Directors Committee Meeting
Goodwill of Delaware & Delaware County, Inc. - Community Room
Tuesday - April 5, 2011
9:00 a.m.

Attendees: Chairman - Gary Stockbridge, Peter Bradley, Jeffrey Bross, Ed Capodanno, John Castle, Alice Coleman, Ralph Cetrulo, John Chrzanowski, Hon. J. J. Johnson, Toby Lamb, George Krupanski, Samuel Lathem, Stephan Lehm, Hon. John McMahon, Bill Parks, Jim Randall, Hon. David Sokola, Dr. June Turansky, Audrey VanLuven, Sher Valenzuela, Jim Wolfe

DOL Staff: Diane Brooks, Stacey Laing, Lori Reeder, Eileen Schneese, Rachel Gold

DWIB Staff: Gwen Jones, Bill Potter, Monnica May, Julia Hayward

DOJ Staff: Linda Carmichael

DOE: Maureen Whelan

Guests: Rev. Maurice Butler, Dr. Susanna Lee, Norwood S. Coleman, Sr.

Quorum achieved.

Approval of Minutes - Motion made by Sec. McMahon to approve the minutes of January 25, 2011. Motion seconded by John Chrzanowski. All in favor. Motion carried.

Committee Reports

Performance Measures & Customer Satisfaction - Chairman, Jeff Bross reported. We continue to struggle with the entered employment rate as well as placement. Our performance is at least, in terms of dislocated workers, is close on entered employment but disappointing on the adult side. Similarly, we have the same kind of gap in the youth category. This represents a sign of the times. It is difficult to get jobs for both youth and adults. These are not really bad performances. The rates just appear bad against our negotiated standard. The good news is we continue to meet the minimum standards.

Gwen Jones informed the board that over the past two years we have been attempting to match our provider's required measures to the entered employment rate and hourly wage. The Proposal Review committee has tied required measures into the employment rate and hourly wage to determine the return on investment for our training providers. We can now track real data to do subsequent renewals which validates our decision to renew or deny programs. Those providers not meeting these goals will be given this information individually.

Financial Oversight - Chairman Ralph Cetrulo reported the DWIB budget overall is on target except for contract services. By the end of the year we will be on target for all categories. The budget format is being re-worked to satisfy the goal to provide more comparative data on a month-to-month basis which will be more beneficial in the long run. Next year we will know where we are this time of year compared to where we were the previous year. The year-to-date budget is over-budgeted but should be at or below budget by the end of the year for DET 10% administrative funding. All categories under WIB Executive Director and Support staff are at or below budget. The ITA cost by provider according to Tom Smith is about where we should be for the year. It is normal to

run out of ITA dollars before the end of a program year. There are a lot more people interested in training and eligible for training than in previous program years.

Public Relations & Community Outreach—Chairman, Sher Valenzuela reported that the work of the Public Relations Committee very much ties into the strategic planning goal she is working on, which is to increase the awareness in the business community of the DWIB. She has met with DET staff regarding the Delaware Joblink tool and how it can be used to address the needs of business customers. She realizes that DJL plays a major part in the role of how we serve clients and maintain operational data. We have established some ways that we will look into how it can be user friendly for business and also be marketed as the premier job search tool. We will be working with DET to pull together some focus groups and have them use the tool and provide us with feedback.

Youth Council - Chairman, George Krupanski reported on items from his Youth Council meeting held on March 15th. The highlight of this meeting was discussion on creating an effective Youth Council, the structure and role of the Youth Council and how to get youth involved in solving local problems and more actively engaged in the community. Chairman Krupanski provided a general framework of basic information about youth councils, and available resources to create an effective youth council. The USDOL/ETA corrective action plan regarding a parent rep on the Youth Council was revisited. It was the decision of the Youth Council to find and create opportunities to engage in collective action that can lead to positive social change or improvements in conditions of the youth council.

Proposal Review & Certification Committee – The Proposal Review presentations for the RFP process for Program Year 2011 were held on March 23. Chairman Castle reviewed the funding recommendations by category and requested that a motion be made to approve the decisions. Copies of the recommendations were handed out. A motion was made by Jeff Bross to approve the funding recommendations for Program Year 2011. Seconded by Samuel Lathem. All in favor. Motion carried.

Following the award announcements, John Castle was awarded with a gift honoring his years of dedicated service to the DWIB.

Chairman's Report:

Strategic Planning/Overview of Draft Plan - Chairman, Gary Stockbridge reported that we are continuing to move forward with Strategic Planning. Goal leaders have held their kick-off meetings with groups to begin work on the key goals identified during the Strategic Planning Kick-off meeting. These goals are being verified before they go into the strategic plan. Gwen and Bill are doing a great job in facilitating the teams and keeping the teams on the move as well as the goals for each team. Gary thanked Bill Potter for managing the administrative part of the strategic plan, goals and teams.

Board Discussion - The committee was provided a calendar with future board meeting dates. Meetings will be scheduled on a true quarterly meeting schedule (January, April, July, October). A change in meeting time was discussed. A change in dates and times was voted on and unanimously approved. There will no longer be a separate Executive Committee meeting on board meeting dates. There will be one full meeting which will begin at 9:00 a.m.

U.I. Training Tax Collections - As of March 16, 2011 there was an outstanding delinquency balance of \$448,777.36 (this amount excludes bankruptcy/judgment cases). As is always the case at the beginning of the calendar year, the delinquency amount is higher because new delinquencies are generated from the regular semi-annual training tax bill. The economy is showing some signs of recovery as of last March the delinquency balance was \$921,638.

Update on Strategic Goals - A Strategic Goal Summary sheet was reviewed and an update was given by each goal leader on their goal, action items and future state.

WIA Activities - Gwen Jones reported on the following additional DWIB involvement/activities.

- ABE/GED Expansion – The ABE/GED program has expanded to Goodwill. Gwen asked for a vote to approve \$3,000 for the rental space for classroom. The expansion will begin addressing the waitlist of 115 individuals. Motion made by John Castle to approve funds for expanding GED program. Seconded by Ed Capodanno. All in favor. Motion carried.
- Get S.E.T. DWIB Support – Third annual job skills competition for students with special needs. \$1,000.00 requested by Vice-chair, Jeff Bross in support of this program. Gwen Jones attended on March 24th.
- Regional Technical Forum (April 11-15) – Regional Meeting in Philadelphia
- Provider Forum (May 5 - Dover) - Annual Provider forum for ITA providers.
- Junior Achievement Career Fair (April 8 & 9) – DWIB/DET will have a table setup
- BTOP Partnership with Delaware Libraries – Share Network Partnership with libraries.
- Vocational Rehabilitation - Target Grant – Partnership grant with Voc Rehab.

Old Business - None

New Business - None

Meeting Adjourned